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ABSTRACT

This book shows how to design and implement a strategic financial management system for any organization that plans conferences, workshops, and meetings. It guides the reader through steps in the budgeting and strategic financial management process. Case studies, hints, and guidelines for avoiding the most common mistakes are given, and suggestions for using personal computer software to assist with financial management, along with budget forms, are included. The nine chapters of the book cover the following topics: (1) developing a foundation for strategic financial management; (2) creating a budget for one program; (3) the importance of recovering administrative overhead; (4) how to recover administrative overhead; (5) developing an accounting system that enhances daily decision making; (6) planning the comprehensive strategic financial management system; (7) using a team approach to create a balanced budget; (8) seven principles that ensure success; and (9) leadership skills for strategic financial management. Resource sections include sample budget forms, a glossary of financial management terms, suggested personal computer software, and 11 references. (KC)

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